

Haya Mohammed Alsubaie

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PROFILE

Acquiring personal and practical skills in the field of management and striving to achieve the goals of the organization through the work team and continuing personal and professional development

EDUCATION

SEP 2017 – SEP 2018

Diploma in human resources, Higher Cultural Institute under the supervision of the General Organization for Technical Vocational training – RIYADH

- GPA 3.89 of 5

EXPERIENCE

2018

- Cooperative training in a health center in file management
- Collaborator for tow months at the Specific Training Academy as adata entry
- Volunteer for amonth in Bunyan Association,data entry.

SKILLS & LANGUAGE

- Understand spoken information. (Excellent)
- Speak clearly so listeners can understand. (Very good)
- Listen to others and ask questions. (Excellent)
- English Language. (beginner)
- Write clearly so other people can understand. (Excellent)
- Understand written information. (Very good)

CERTIFICATES

- Certificate of Customer Service Program from the Ministry of Communications and Information Technology.
- Data entry from Bonyan Volunteer Association.